Jaggaer e-Procurement

Catalog Purchase

“Punchout Requisition”
Requester: Punchout Requisition

The Punchout functionality connects you to the vendor’s online catalog accessing account pricing. You can place your items in the vendor cart and the item(s) are imported back into Jaggaer.

Click the vendor to connect to the vendor website.
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You are redirected to the vendor’s web site where you can search for the products needed.
When you find the item you are looking to purchase. Add your quantity and click on add to cart.

After you add the item to your cart you will see a link to check out. If you are done selecting your items you can check out. If not, you can continue to add items to your cart.
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After you click on check out you will be directed to the vendor’s cart. Here you can review that your item(s) are in the cart and ready to be imported into Jaggaer. If you are all done shopping click the green button to Proceed to Checkout.

NOTE: We are a tax exempt organization so tax should not be included.
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After transferring your cart you will be directed back into Jaggaer where you will finish your requisition check out process. Click Proceed to Checkout.
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Checkout Process

The Requisition has 6 tabs: Summary, Taxes/S&H, PO Preview, Comments/Business Purpose, Attachments and History

You will be directed back to the requisition summary tab which has the following sections: General, Shipping, Billing, Purchasing Information, Accounts Payable, RF Approval Certification, Accounting Codes, Internal and External Notes and Attachments, Item lines. There are 2 sections that you must complete, shipping and accounting codes.

If you would like to include a message with your requisition you can do so by clicking the Comments/Business Purpose Tab. In addition, you also have the availability to upload documentation by clicking the Attachment tab.
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Checkout Process

**General Section: Shipping is required information**

You must add the recipient’s name and office location where the package is to be delivered. To edit this section click on the

![Add Attn, Bldg and room](image)

After you edit your shipping to include attention name, building and room, click on the update button on the bottom right of the screen.
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**Accounting Codes: This is a required section**

You will need to enter the Project, Task, Award and Expenditure Type. To edit this section click on the pencil.

After you click the pencil to edit, it opens the required fields below.

Refer to the expenditure type description list to choose the type that best fits the expense.

Click on the magnifying glass to search for your project number

Click on the arrow for the drop down list of Exp Major categories

After you have populated all your accounting code fields, click the Save button on the bottom right of the screen.
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**Internal Notes and Attachments - External Notes and Attachments**

If you have any quotes, approvals or other pertinent information that should be attached to the requisition you have the opportunity to do so in this section.

**Internal Notes/Attachments** can be used for notes to grant owner, grant manager and buyer. **Internal Attachments** should be used for quotes, IT/department approvals.

**External Notes/Attachments** should ONLY be used for instructions that you need to communicate to the vendor. For example, referencing account number and/or quote number, requiring a specific lot number, dry ice needed, etc. **External Attachments** should be used to attach the vendor’s quote and or other attachments the vendor requires for the order.

**After you have completed your Requisition click place order on the upper right hand side of your screen to submit the requisition for grant owner approval.**
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Any required information that maybe missing will show in your summary to the right of the screen. If you click on each of the issues it will direct you to the section where the information should be completed.

You can also view the requisition workflow including approvals and account validations. If you click on the purple tasks, it will provide the name of the person assigned to that step.